TEXAS TECH UNIVERSITY
Office *of the* Provost
Office *of* Planning & Assessment™

Institutional Effectiveness Weekly Report
June 2, 2017

The Office of Planning and Assessment reports its weekly activities and contributions toward Texas Tech University's institutional effectiveness efforts and departmental objectives.

Office of Planning and Assessment Annual Planning Retreat

✦ The Office of Planning and Assessment will have its annual planning retreat June 6. This all day retreat will cover a number of areas. A report on the retreat will be presented with next week's Weekly Report. Here are the major areas that will be addressed:
   ▪ Revised PAR process
   ▪ Strengths Quest
   ▪ OPA Annual Report
   ▪ Change in Departmental Reports
   ▪ Strategic Plan review

OUTCOME 1: Texas Tech will be found in compliance with all external accrediting agencies and State of Texas mandates

✦ Marketable Skills:
   ▪ To become a competitive institutional candidate for the Voluntary System of Accountability's Excellence in Assessment (EIA) designation, the Office of Planning and Assessment is making plans to submit an IRB proposal that will research students' perceptions of their "marketable" skills. Institutions that have been designated as EIA institutions must demonstrate that their assessment processes are transparent to parents and students. Therefore, for Texas Tech to submit a more robust EIA application in 2018, we must provide information that substantiates our commitment to sharing transparent information to parents and students.
   ▪ The Texas Higher Education Coordinating Board (THECB) requires that each Texas institution provide a method for collecting information on the "marketable" skills of its graduates. The term "marketable" skills is open for interpretation, and there is no widely agreed upon operational definition of "marketable" skills. The investigation of "marketable" skills, then, naturally lends itself to a qualitative research design.
   ▪ The purpose of this research is twofold: first, to collect descriptions of graduating students' own perceptions of their "marketable" skills they have gleaned in their respective degree programs and second, to conduct content analyses of the

resulting data and publish our findings. Students will provide consent for these perceptions to be shared on a public OPA-managed website.

- OPA is currently writing a literature review to submit as part of the IRB. The completed IRB will be submitted before August 1, 2017. Participant recruitment and data collection will begin as soon as IRB approval is awarded. OPA will keep Dr. James apprised of the IRB on a monthly basis.

✦ Transcript Report

May	In Progress	Completed	Ordered
	11	8	1

✦ Faculty Credentialing Activity

- OPA staff started work on updating all nine versions of DM Annual Faculty Report templates. This is in preparation for distance education course evaluations to be able to populate within the reports.
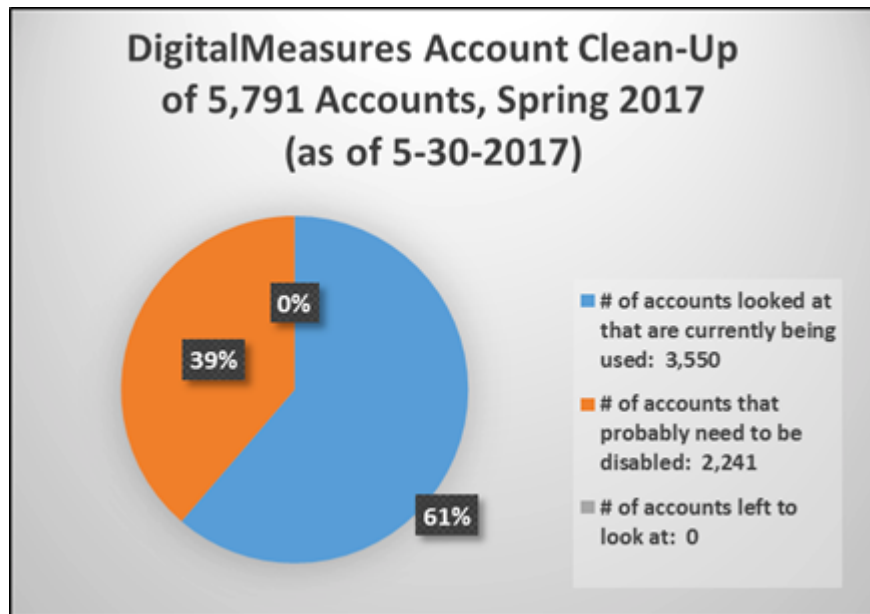
Request #	Date Opened	Title	Status
45	4/20/2017	Changes in "Annual A & S Faculty Report (with chair's feedback and signatures)	5-31-17: The request is complete and will be closed.
46	4/20/2017	Changes in "Chair Review and Faculty Confirmation" screen	5-31-17: The request is complete and will be closed.
47	5/11/2017	Faculty Transcript Report	5-31-17: DM returned the work request with questions about removing the date. OPA staff asked for the date to be removed, but DM indicated there are some users who already have multiple records for the screen; DM provided a list of these. OPA staff are reviewing the users in question.

- DigitalMeasures Usage Statistics

(Number of Logins)	1 Week	1 Month	6 Months	1 Year
Activities Database - University (124,877)	149	1,223	57,164	74,663

- The review of DigitalMeasures accounts is complete as shown below. OPA staff have contacted all TTU Department Chairs with lists of those with accounts we believe could be disabled. All but six Chairs have responded and preliminary findings show that approximately 33% of current DM accounts will be disabled. OPA staff will send this information to DM soon for a bulk disable. This will bring total current DM accounts to

approximately 3,380 and should provide much better usage statistics for the upcoming contract renewal with DM in August.

DigitalMeasures Account Clean-Up of 5,791 Accounts, Spring 2017 (as of 5-30-2017)

- # of accounts looked at that are currently being used: 3,550 — 61%
- # of accounts that probably need to be disabled: 2,241 — 39%
- # of accounts left to look at: 0 — 0%

OUTCOME 4: Texas Tech University faculty and staff will be well-prepared to meet OPA's faculty credentialing, assessment, and strategic plan expectations

- ✦ OPA has been in the process of ensuring that all THECB-recognized programs have documented learning outcomes, this process specifically involves updating Distance Education accounts. All programs with correlating Distance Education programs have been identified and now have student learning outcomes documented.
- ✦ During the regularly scheduled meeting with Early Childhood, a follow up consultation was requested to discuss improving the programs TracDat account and assessment plan. OPA will continue to work with this program throughout their revision process and may become even more involved with consultation with the program during their annual planning retreat.
- ✦ CMLL requested time with OPA to discuss improving the department's assessment plan and the use of electronic portfolios. CMLL is exploring ways to develop more formative assessment that extends beyond measurements on student proficiency. Electronic portfolios appear to be a good option for this goals. OPA will continue to meet with the department to develop a successful strategy.
- ✦ Three programs from the English department have already submitted annual assessment reports for the specific purpose of receiving feedback to make improvements before the October 1 deadline. Many other programs have requested the same feedback, but are still completing their reports. Beyond the improvements by these programs with their annual assessment report, the request for feedback before the deadline to make improvements signifies a general improvement in the institutional effectiveness process.
- ✦ SSL directors were emailed a Qualtrics survey link on June 1st in which they will submit their Annual Continuous Improvement Reports. Directors will have through September 1 to

submit their information to OPA. OPA staff will be available during the summer to provide consultation and answer any questions that may arise.

✦ A number of new training videos have been added to the OPA YouTube Channel- https://www.youtube.com/channel/UCEgb3kFIOj7DZrN3CJ5rHog. OPA has decided that YouTube is a more flexible medium for training videos, specifically because the videos can be embedded into the OPA website more easily. The most recent videos are:

- A video was created discussing how to write an operational outcome for Support Service Levels. This video was uploaded to the OPA YouTube channel and will be posted on the OPA website.
- This video discusses justification statements for instructors of record who do not have credentials which directly align with courses they teach. SACSCOC and TTU OP requirements are presented, as well as instructions for writing (with fill-in-the blank samples) and examples of justification statements.
- This video defines characteristics of Student Learning Outcome for a degree program, and gives suggestions for creating effective learning outcome statements. Examples and tips for creating effective learning outcome statements will be given.
- Every degree program's annual assessment report is evaluating using the Program Assessment Rubric (PAR). This video outlines how reviewers evaluate a program's assessment report using the PAR.

In addition to direct contributions toward the departmental goals, OPA continues to focus on continuous improvement measures.

✦ The Office of the Provost is undergoing renovations and upgrades throughout their office suite. This includes the Provost's basement where many THECB and SACSCOC documents are stored. In order to assist the Office of the Provost with moving out of the Provost's suite, Kahlie Callison spent 5.5 hours in the basement on Friday cleaning out and packing boxes for the move. Boxes from the SACSCOC file cabinet, THECB file cabinet, and General Education file cabinet are temporarily being stored in OPA. Throughout this process, several files were uncovered which were not filed away properly. Continuous work will be done to sort through all materials to ensure that the documents are stored in the correct places.

✦ West Texas Assessment Conference:

- Seven more presentation proposals have been received for a total of 24. Six of these are from TTU. Since the deadline is June 1, this will likely be the final number. OPA staff are very pleased with the number of proposals received and with the quality of the proposals. A committee will review all proposals and notify potential presenters about the first of August regarding their status to present.
- Preparation for three panels is well under way. Seven higher education professionals have agreed to be panelists; four to five more are needed. The topics include: *Issues in Distance Education Assessment, Action in Assessment: Making Time for Assessment,* and *Assessing ADA Compliance with Student Disability.*